MARSHALL WORK INSTRUCTION

ED01

PROGRAM/PROJECT DATA SYSTEM (PDS)

DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		5/14/99	
Revision	A	8/20/99	General revision following beta test to match documentation to the electronic system. Changed "Project Engineer" to "Systems Engineer" throughout document. 5.1: Changed "carry" to "carry out." 6.13.2: Added "as established in the Project or Configuration Management Plan" to the first sentence.
Revision	B	7/10/00	General revision.

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1. PURPOSE

The purpose of this Marshall Work Instruction (MWI) is to establish the method for electronically reviewing and dispositioning, approving, revising, tracking and statusing, and canceling Program/Project management and Multiprogram/Project common-use documentation. This MWI also establishes the method for electronically reviewing external documentation by a Document Control Board (DCB).

2. APPLICABILITY

This MWI applies to all Program/Project documentation identified by the Program/Project Manager in the Data Management Plan, Program/Project Plan, or other documentation for control in the Program/Project Data System (PDS), including external documentation. This MWI also applies to Marshall Space Flight Center (MSFC) Multiprogram/Project common-use documentation.

3. APPLICABLE DOCUMENTS

a. NPD 2810.1, "Security of Information Technology"

b. NPG 2810.1, "Security of Information Technology"

c. MPD 2810.1, "Security of Information Technology"

d. MPG 2810.1, "Information Technology Security"

e. MPG 7120.2, "Multiprogram/Project Common-Use Documentation"

f. MPG 7120.3, "Data Management, Programs/Projects"

g. MWI 2210.1, "MSFC Documentation Repository Input/Output and Data Management Project Requests"

h. MPD 2190.1, "MSFC Export Control Program"

i. MPG 1440.2, "MSFC Records Management Program"

j. MWI 7120.2, "Data Requirements Identification/Definition"

k. MWI 7120.4, "Documentation Preparation, Programs/Projects"

l. ED40-004, "Departmental Information Systems Backups"

4. REFERENCES

None

5. DEFINITIONS

Definitions in MPG 7120.3 apply.

5.1 <u>Applicable Document</u>. Document called out in the body of the Program/Project document required to carry out the Program/Project document.

5.2 <u>DCB</u>. A functional body responsible for the review and disposition of all baselines, revisions, and cancellations of documents other than Program/Project configuration documentation.

5.3 <u>Maintaining Documentation</u>. Providing storage, distribution, reproduction, document revisions, replacing documents in the field with the latest revisions, and disposition of obsolete and/or invalid documents (i.e., historical, limited applicability, reference, etc., documents) for Master List documentation.

6. INSTRUCTIONS

6.1 <u>General</u>. Program/Project Manager also refers to personnel designated by the Program/Project Manager.

6.1.1 In this system, document information is accessed by clicking the document number. This includes Office of Primary Responsibility (OPR) designee information, applicable documents, and previous versions of the documents. The document title is the link to the electronic document where accessible.

6.1.2 Prerequisites for use of this control system are:

6.1.2.1 Data requirements have been identified per MWI 7120.2;

6.1.2.2 Determine if the optional Tracking and Statusing feature will be used. If Data Procurement Document (DPD) and In-house Data Requirements Document (IDRD) information is not entered, the system will not status against the data requirements;

6.1.2.3 Authorized users for specified system functions have been identified;

6.1.2.4 Document numbering system(s) have been identified; a project-specific numbering system may be implemented in PDS;

6.1.2.5 Review and approval processes have been identified for each data/document requirement: DCB(s) have been identified, and board membership has been documented and members notified; DCB Secretariat may be identified; time period for reviewing documentation has been established; number of drafts allowed before calling a formal board meeting if required to resolve comments has been specified, if determined necessary by the Program/Project Manager; approving authorities for each document or document type have been identified and systems administrator notified via memorandum or e-mail from the Program/Project Manager; control of external documentation has been documented;

6.1.2.6 Repository/storage, filing, access, disposition, retention schedules, and record custodian(s) have been identified for each data/document requirement/record per MPG 1440.2; specify master list location and accessibility requirements/limitations; and specify document format(s) (Word and/or ADOBE portable document format [PDF]) for documents maintained in the system (current and archived).

6.2 Accessing the Program/Project Documentation System. Obtain access to PDS via the World Wide Web at the following web address:

http://masterlist.msfc.nasa.gov/pds/

6.3 Program/Project Code(s). Specific codes are required to relate a document to a specific Program/Project or to Multiprogram/Project common-use application to maintain control of the documents. The code for Multiprogram/Project Common-Use documentation is "M." The Program/Project code is a two-letter code. These codes shall be obtained from the Release Desk upon identification of a Program/Project following Project Management Council (PMC) approval of the project or other authorization to proceed with the project. The Release Desk personnel will select Project "M" and user's menu level of Release Desk. To reserve a new Program code, select *Reserve a new Program Code*. Complete the data input screen and click *Update*. To edit Program data, select *Edit Program* and complete the data input screen; click *Update*. To list Projects under a Program code, select *List Projects*. Select *Reserve a new Subproject for Project [Acronym Listed]*, complete data entry screen, and click *Update*. To change subproject data, click on the subproject, change data, and click *Update*.

6.4 Registration. Security of the system and the information contained in the system are maintained by system registration and password-protected log in. System registration is required prior to accessibility for user log in. Upon receipt of an e-mail message that a user has registered, the systems administrator authorizes access to specified functions as directed by the Program/Project Manager.

6.4.1 System Registration. Under Registration/Login, select *System Registration* and enter the information required on the data entry screen.

6.4.2 Request System User Level (Select All Necessary). Select Program/Project or Multiprogram and system user level from the pull-down boxes for the highest level applicable to user's need and authority. For example, if user is an OPR designee and a member of a DCB in the same Program/Project, register at the DCB level. Click *Register* to submit the request(s). After a user is initially registered, *Update System Registration* on the Project MAIN MENU must be utilized to request an additional level(s) for a particular Program/Project. Requester will receive e-mail notification of authorized or unauthorized access status. Specific functions are identified below in order of hierarchy from lowest to highest access level:

6.4.2.1 Team Access. Select for access to view draft documentation and DCB summary. Select Program/Project to which team is assigned.

6.4.2.2 Release Desk. Select for access to reserve/obtain a Program/Project code or "MSFC-" number.

6.4.2.3 Data Management Functions. (Data Manager appointed in accordance with MPG 7120.3). Select if the user requires access to provide Program/Project data management support, including data requirements and reports generation for tracking documentation, and action items. May be assigned to submit documentation for review by the DCB for the OPR designee/change initiator.

6.4.2.4 Document Office of Primary Responsibility (OPR) Designee/Change Initiator (Document Submission). Select if the user is an OPR designee or change initiator of any Program/Project or Multiprogram/Project common-use documentation.

6.4.2.5 <u>Program/Project and Multiprogram/Project Common-Use Document Control Boards (DCB)</u>. Select if user is an authorized document reviewer.

6.4.2.6 <u>Board Secretariat</u>. Select if user serves as Board Secretariat

6.4.2.7 <u>Approving Authority</u>. Select if user is authorized to approve or disapprove documents or document cancellations for Program/Project or Multiprogram/Project common-use documents.

6.4.2.8 <u>Export Control</u>. Select if user serves as Center export representative (CER).

6.4.2.9 <u>Administrator</u>. Select if user is PDS systems administrator or backup(s).

6.4.3 <u>Update System Registration</u>. To add or revise function levels, from the MAIN MENU under REGISTRATION/LOGIN UPDATE, click on *Update Registration/Login Information* and enter the revised information. Click *Update*.

6.5 <u>System Log In</u>. For access to protected files in this system, user must log in. Access is based on authorized system registration.

6.5.1 <u>Login</u>. Under Registration/Login, click *System Login.* Select user name from pull-down box and enter password for access to the user's authorized functions. Click *Login* to access the PDS Program/Project Selection screen.

6.5.2 <u>Login Update</u>. To change a password and other login information, from the MAIN MENU under REGISTRATION/LOGIN UPDATE, click on *Update Registration/Login Information* and enter the revised information. Click *Update*.

6.6 <u>PDS Program/Project or Multiprogram Selection</u>. Select a specific Program/Project acronym or "M" for Multiprogram/Project common-use documents from the pull-down box for which authorized functions are to be performed. Select user's menu level. This accesses the MAIN MENU to perform the specific authorized functions.

6.7 <u>DCB Code(s)</u>. The PDS system provides a documented control system to review in-house and external documentation for adequacy prior to issue to perform work by establishing DCBs. DCB-controlled documents may consist of standards; procedures;

handbooks; manuals; plans; reports; budgets; schedules; Multiprogram/Project common-use standards, handbooks, and specifications; and other documents. Organized, documented control boards will be specified by the Program/Project Manager (e.g., in the Data Management Plan, Project Plan). DCB members will be notified by the Program/Project to register in the system for access for the DCB code(s) obtained. DCB-controlled documentation is not released through the Release Desk.

6.7.1 New DCB Code. The Secretariat obtains a new DCB code by clicking *DCB Code(s)* under CODES. Enter the title of the DCB and click *Submit*. A unique sequential DCB code will be automatically assigned by the system as follows: DCB-[Program/Project acronym]-[unique sequential number beginning with "1."] The assigned DCB code and name will be displayed on screen.

6.7.2 Update DCB Code Status. To change DCB code status to "Inactive," under CODES, DCB Code(s), the Secretariat clicks on *Update DCB Code Status*, select the DCB code from the pull-down box, and click *Find*. The DCB Code Title and Status for the code selected may be updated.

6.8 Program/Project Data Identification. When a document/data requirement has been identified, determine if a baseline document is required, revision to an existing document, cancellation of an existing document, or if it is an external document submittal.

6.9 Tracking and Statusing. Documentation requirements identified by the Program/Project may be tracked in this system, including preparation and delivery requirements, action item status, outstanding actions, action responsibility, review and approval information, repository information, etc. Tracking and statusing may begin with identification of a requirement through the end of the Program/Project. Standard tracking and statusing reports have been defined. Other standard reports may be established by the system administrator as defined by the Program/Project, and user-defined reports may be generated. All reports may be printed.

6.9.1 Tracking and Statusing Input. To enter information in Tracking and Statusing, under DATA MANAGEMENT FUNCTIONS, click *Tracking and Statusing Input*. Complete the information and click *Save*.

6.9.2 Tracking and Statusing Update. To update data fields, click on *Tracking and Statusing Update.* Enter information to perform update search and click *Find*, click *Find* without entering

any information to obtain a complete listing, or click *Display All* to display complete listing. Click on Document Number and/or Title to update the document information. Click *Update*. Previous information is not retained.

6.10 Reports.

6.10.1 User-Defined Reports. Generate user-defined reports by selecting *User-Generated Report* under REPORTS. If a document number/title is selected, the information selected in the checkboxes will be reported for that document only. If a document number/title is not selected, the information selected in the checkboxes will be reported for all documents in the specified Program/Project. Click *Submit*. Consider paper size and size and number of fields selected for a report to be printed.

6.10.2 Standard Reports. Obtain standard reports by clicking the report desired under REPORTS, *Standard Reports*, and entering search criteria or click *Search* for a complete listing.

6.11 Document Preparation. Program/Project-specific or Multiprogram/Project common-use documentation will be prepared in accordance with MWI 7120.4 or as specified by the Program/Project Manager.

6.12 Document Numbering. Program/Project document numbering is specified in MWI 7120.4.

6.12.1 "MSFC-" Numbers.

6.12.1.1 Reserve an "MSFC-" Document Number. To reserve an "MSFC-" number, the OPR designee, Release Desk personnel, or data manager will select *"MSFC-" Number(s)*, enter the document title, select the document type, and click *Reserve*. The document number will be displayed. When an "MSFC-" document number is reserved, the reserved numbered document must be baselined or the number canceled.

6.12.1.2 Update "MSFC-" Document Number Information. To cancel a reserved document number or update the document title, click *Update "MSFC-" Document Number(s)* under "MSFC-" Number(s). Select the document number/title and click *Find*. The Document Title and Document Number Status fields may be changed; click *Save*.

6.12.2 Program/Project-Specific Document Numbering. The capability to electronically reserve Program/Project document numbers can be provided in this system if requested by the Program/Project.

6.12.2.1 Reserve a Program/Project-Specific Document Number. To reserve a Program/Project document number, the OPR designee or Data Manager will click *Program/Project Number(s)* under Document Number(s), enter the document title, select the document type, and click *Save*. The document number will be displayed in the following format: [Program/Project Acronym]-[Document Type]-[Unique, Sequential Number Beginning with 001]. When a Program/Project document number is reserved, the reserved numbered document must be baselined or the number canceled.

6.12.2.2 Update Program/Project-Specific Document Number Information. To cancel a reserved document number or update document number information, click *Update Program/Project Document Number(s)*. Select the document number/title and click *Find*. The Document Title and Document Number Status fields may be changed; click *Save*.

6.12.3 Control of Document Numbers. For document numbers controlled in this system, the status of each number will be maintained: Reserved/Canceled, Reserved, Baseline, Revision Letter, or Canceled. "Reserved/Canceled" will be indicated when a reserved number is canceled prior to baseline. "Reserved" will be indicated when a number is reserved. "Baseline" or the revision level will be indicated when the baseline or revised document is approved. "Canceled" will be indicated when the document is canceled. The Program/Project Manager will review and status reserved document numbers that remain unbaselined for more than 6 months for Program/Project numbers. The Release Desk personnel will review and status reserved "MSFC-" numbers.

6.12.4 Document Revision Level. The revision level shall be indicated as specified in MWI 7120.4 or as specified by the Program/Project Manager.

6.13 External Documents. External documents may be controlled in this system as documented in the Program/Project's Data Management Plan. In some cases, review of external documents is required where the authority to approve the document is external to MSFC.

6.13.1 <u>External Documents Other Than Contractor Prepared</u>.
Review of external documents other than contractor-prepared
documents (e.g., from another NASA Center) and revisions thereto
may be controlled by a DCB or a configuration control board. In
this system, the disposition of the document and the external
source or higher/lower-level board to which the disposition is
submitted, the date the response is submitted, the name of the
person who submitted the response, and comments entered into the
DCB Disposition/Instructions/Closure, become a record. External
documents other than contractor-prepared for which the approving
authority is external to MSFC may be maintained in a designated
reference repository/library.

6.13.2 <u>Contractor-Prepared Documents</u>. Review of contractor-
prepared documents and revisions thereto may be controlled by a
DCB or a configuration control board as established in the
Project or Configuration Management Plan. Any type of document
can be placed in the PDS as established and defined in the
Program/Project Data Management Plan. As a minimum, all approved
contract documents must be placed in the system for the Master
List to be complete, or establish a link to the contractor's
Master List.

6.14 <u>Submit a Draft Document for Review or Request Cancellation
of a Document</u>.

6.14.1 <u>Submit a Draft Document to "BASELINE" to the DCB</u>.

6.14.1.1 The OPR designee will click on *Select Board Access*
under OPR Functions and select the DCB code(s) to which OPR
designee is authorized to submit documents. (NOTE: This is only
required the first time a user submits to a specific DCB.)

6.14.1.2 Under Data Management or OPR Functions, select *Submit
Draft Document to "BASELINE" to DCB from Tracking and Statusing*;
select the document number/title (this selection transfers
information entered in Tracking and Statusing to the draft
document submission screen; information may be updated). Or the
OPR designee selects *Submit Draft Document to "BASELINE" to DCB*.
Complete the document input screen (click inside the block to be
completed; tab to next block or click inside next block).

6.14.1.3 Specify whether or not the document has export and/or
distribution restrictions by checking block(s) on the data input
screen. If a document has export and/or distribution
restrictions, the document shall NOT be placed on the world-wide
web. <u>NOTE</u>: All items which MSFC makes available or transfers to

a foreign country, foreign person, or entity must conform to the NASA Export Control Program in accordance with MPD 2190.1.

6.14.1.4 Specify the accessibility of the document by selecting one of the Program/Project's master lists where this document will reside: (1) General Master List [located on PDS Main Page—available to all World Wide Web users] (2) Project Master List [located on Project General Menu—available only to users authorized to access the Program/Project] or (3) Project Secure Master List [located on Project General Menu—login/password-protected master list].

6.14.1.5 Specify whether or not the document will reside in the MSFC Documentation Repository. Click "Save" after entering all applicable information.

6.14.1.6 Applicable Documents. If a specific revision level is not specified, the current version is applicable. If a specific revision level is specified, ensure authority to use the specific version to perform work is documented if it is not the current version. PRIOR TO LINKING TO AN APPLICABLE DOCUMENT, DETERMINE THE AVAILABILITY LIMITATIONS OF THAT DOCUMENT AND COMPLY WITH CENTER POLICY, PROCEDURES, AND INSTRUCTIONS. Select all applicable documents by clicking in the applicable block(s), or enter the following information for applicable documents not listed:

Electronic?   Click "Yes" or "No."

Applicable Document Number   Enter the applicable document
                                     number exactly as it appears on
                                     the document.

Baseline/Revision   Enter the word "Baseline" or
                                     the revision letter.

Applicable Document Title   Enter the applicable document
                                     title exactly as it appears on
                                     the document.

Applicable Document Web Address   Enter the document URL if
(URL)   electronically accessible on a
                                     web site.

If document is not available electronically, enter the following

information. If the document is available electronically, leave blank.

Document Location - Building   Enter building number where document is located

Document Location - Room   Enter room number where document is located.

Document Location Person Responsible   Enter name of person who is responsible for retrieving the document at this location.

Click on "Input Applicable Documents." If the information is accepted, the screen will return to the MAIN MENU. If there are more applicable documents to be included, e-mail or call the system administrator. The OPR designee is responsible for ensuring the correct version of the applicable document is entered and maintained in the system, or a pointer to the location where the revision level of the correct version or the correct version itself may be found.

6.14.1.7 The data manager or OPR designee/change initiator will upload the draft document. To upload, click on *Upload Draft Document* from the MAIN MENU. Click on the document number. Click *Browse* to find the document to be uploaded and enter file name (file name must not contain any spaces or special characters in the original file name; do not change file name from upload screen). Click *Upload;* this electronically notifies the CER that the document is accessible for review.

6.14.1.8 To approve or disapprove the OPR's notice of availability limitation(s) and accessibility restrictions, the CER will click on *Approve/Disapprove OPR Export Recommendation* under EXPORT CONTROL FUNCTIONS; select the document number of the document reviewed; and click either *Approve* or *Disapprove* and click *Submit*. If the CER approves, DCB members and, if specified by the Program/Project, the Administrator for Centerwide notification will be notified that a draft document is accessible for review. If the CER disapproves, the OPR designee is notified; the document does not go to the draft list until resolved and approved by the CER. The OPR designee resolves the limitations/restrictions with the CER. If changes to the document are required, the OPR designee will e-mail the corrected document to the systems administrator. If changes to the system are required, the OPR designee selects *Update Export Information*

and makes the required changes. The CER will be notified to approve the limitations/restrictions for the document.

6.14.2   Submit a Draft "REVISED" Document to the DCB.

6.14.2.1   Under Data Manager or OPR Functions, select *Submit Draft "REVISED" Document to DCB*. Enter the document number or title, or click *Find* to find the desired document information. Click the document number to display the document information from the previously baselined or revised document; this information may be changed except the document revision level and draft number must be entered and the approving authority and OPR must be selected. (Click inside the block to be completed; tab to next block or click inside next block).

6.14.2.2   Specify whether or not the document has export and/or distribution restrictions by checking block(s) on the data input screen. If a document has export and/or distribution restrictions, the document shall NOT be placed on the World Wide Web.

6.14.2.3   Specify the accessibility of the document by selecting one of the Program/Project's master lists where this document will reside: (1) General Master List [located on PDS Main Page—available to all world-wide web users] (2) Project Master List [located on Project General Menu—available only to users authorized to access the Program/Project] or (3) Project Secure Master List [located on Project General Menu—login/password-protected master list].

6.14.2.4   Specify whether or not the document will reside in the MSFC Documentation Repository. Click *Save* after entering all applicable information.

6.14.2.5.   If a specific revision level is not specified, the current version is applicable. If a specific revision level is specified, ensure authority to use the specific version to perform work is documented if it is not the current version. PRIOR TO LINKING TO AN APPLICABLE DOCUMENT, DETERMINE THE AVAILABILITY LIMITATIONS OF THAT DOCUMENT AND COMPLY WITH CENTER POLICY, PROCEDURES, AND INSTRUCTIONS. Select all applicable documents by clicking in the applicable block(s), or enter the following information for applicable documents not listed:

Electronic?   Click "Yes" or "No."

Applicable Document Number   Enter the applicable document

number exactly as it appears on the document.

Baseline/Revision

Enter the word "Baseline" or the revision letter.

Applicable Document Title

Enter the applicable document title exactly as it appears on the document.

Applicable Document Web Address (URL)

Enter the document URL if electronically accessible on a web site.

If document is not available electronically, enter the following information. If the document is available electronically, leave blank.

Document Location - Building

Enter building number where document is located

Document Location - Room

Enter room number where document is located.

Document Location Person Responsible

Enter name of person who is responsible for retrieving the document at this location.

Click on "Input Applicable Documents." If the information is accepted, the screen will return to the MAIN MENU. If there are more applicable documents to be included, e-mail or call the systems administrator. The OPR designee is responsible for ensuring the correct version of the applicable document is entered and maintained in the system, or a pointer to the location where the revision level of the correct version or the correct version itself may be found.

6.14.2.6 The data manager or OPR designee/change initiator will upload the draft document by clicking on *UPLOAD DRAFT DOCUMENT* and following instructions. The same DCB and approving authority who reviewed, dispositioned, and approved the baseline document will review and approve the revised document, unless specifically designated otherwise. Click *Upload*, which electronically notifies the CER that the document is accessible for review.

6.14.2.7 To approve or disapprove the OPR's notice of availability limitation(s) and accessibility restrictions, the

CER will click on *Approve/Disapprove OPR Export Recommendation* under EXPORT CONTROL FUNCTIONS; select the document number of the document reviewed; and click either *Approve* or *Disapprove* and click *Submit*. If the CER approves, DCB members and, if specified by the Program/Project, the Administrator for Centerwide notification will be notified that a draft document is accessible for review. If the CER disapproves, the OPR designee is notified; the document does not go to the draft list until resolved and approved by the CER. The OPR designee resolves the limitations/restrictions with the CER. If changes to the document are required, the OPR designee will e-mail the corrected document to the system administrator. If changes to the system are required, the OPR designee selects *Update Export Information* and makes the required changes. The CER will be notified to approve the limitations/restrictions for the document.

6.14.3 <u>Submit for Review a Request for Cancellation of a Document</u>. The data manager or document OPR designee/change initiator will submit the request to cancel a document, stating reason(s) for cancellation. To submit the request to cancel a document, select *Submit Document for "CANCELLATION" to DCB*. Select the document number/title and click *Search* to find the desired document information. Select "Cancel" under Status and enter the reason for cancellation. Click *Save*. Upload the document to be canceled by clicking on *Upload Draft Document* and entering the information. The Document History Log of the draft Word version will also reflect the reason for cancellation. Uploading the draft electronically notifies the CER that the document is accessible for review.

6.14.3.1 To approve or disapprove the OPR's notice of availability limitation(s) and accessibility restrictions, the CER will click on *Approve/Disapprove OPR Export Recommendation* under EXPORT CONTROL FUNCTIONS; select the document number of the document reviewed; select either *Approve* or *Disapprove* and click *Submit*. If the CER approves, DCB members and, if specified by the Program/Project, the Administrator for Centerwide notification will be notified that a draft document is accessible for review. The same DCB will review and disposition the request to cancel the document, and the same approving authority will approve the request as reviewed and approved the current version, unless specifically designated otherwise. If the CER disapproves, the OPR is notified; the document does not go to the draft list until resolved and approved by the CER. If changes to the system are required, the OPR designee selects *Update Export Information* and makes the required changes. The CER will be

notified to approve the limitations/restrictions for the document.

6.14.4 List of Draft Documents. A list of draft documents will be maintained in the system, along with accessible draft documents and document information.

6.15 DCB Review and Disposition. Team access and DCB Secretariat may be authorized to support the DCB in the review and disposition of documentation. After login, select Project and user's access level. The first time the user enters the system to support a DCB, the user will click on *Select Board Access* and select the DCB code(s) to be supported. Following approval by the System Administrator or Secretariat, access documents and comments by clicking on *DCB Document Disposition Summary*.

6.15.1 Disposition of the Draft Document. Upon authorization to serve on a DCB, the DCB member will click on *Select Board Access* under DCB MEMBER FUNCTIONS and select the DCB code(s) for DCBs on which member is authorized to serve. (NOTE: This is only required the first time a user begins serving on a DCB. Click *Save*. Upon approval by the System Administrator or Secretariat, access is authorized. Following review of a document, the DCB member will enter the disposition by selecting *Documents for Review/Disposition* under DCB MEMBER FUNCTIONS. NOTE: When member no longer serves on a particular DCB, the Secretariat or system administrator will click on *Delete Board Membership,* click "Delete? Yes" to delete code, and click *Submit*.

6.15.1.1 Select Document for Review. On the list of "Documents for Review/Disposition" screen, the DCB member selects the DCB code for which he/she is a member and clicks *Input Information*. Click on the document number of the document to be dispositioned to view the "Disposition of PDS Draft Document" screen. Click on the document title to view the document.

6.15.1.2 Enter Disposition. On the "Disposition of PDS Draft Document" screen, the DCB membership will indicate by selecting "concur as written" (submitted), "concur with changes (comments required)," "nonconcur (comments required)," or "table for further information" (with action to OPR or other organization entered in "Comments" section) on or prior to the designated due date. The DCB member will enter any comments by clicking inside the "Comments" field. Click on *Input Information* to save the information. Information may be input/changed until the review period closes. The system will lock the information at midnight

on the due date, and access to input or change disposition or comments is no longer granted.

6.15.1.3 Disposition Concur As Written. If the DCB members "concur as written (submitted)," proceed to step 6.15.1.8.

6.15.1.4 Disposition Resulting in Changes to the Document. If the DCB members "concur with changes," or "nonconcur," enter OPR resolution/comments (paragraph 6.15.1.9) and resubmit a draft document for review or call a formal DCB meeting (step 6.15.1.6).

6.15.1.5 Disposition With Issues. If the DCB members "concur with changes" or "nonconcur" and the OPR designee/change initiator cannot resolve the conflicts/issues, the OPR designee/change initiator will enter positive and negative information from the opposing organizations in OPR Resolution/Comments for consideration at the formal DCB meeting; proceed to step 6.15.1.6.

6.15.1.6 Call a Formal DCB Meeting. A formal DCB meeting will be convened to resolve all comments and issues. The minutes or records of these meetings are records and may be included in OPR designee/change initiator's resolution/comments. Unanimous or even majority concurrence/nonconcurrence is not mandatory for disposition by the DCB chair.

6.15.1.7 Disapproval by the DCB. If the formal DCB does not approve, the DCB will decide if the draft document is to be removed from the documentation system and archived, or if a new draft will be issued.

6.15.1.8 Concurrence by the DCB. If the DCB members concur, the OPR designee/change initiator will prepare the final document.

6.15.1.9 OPR Designee/Change Initiator's Comments/Resolution. To enter comments/resolution from the DCB review, select *OPR Resolution/Comments*. Click the document number for which comments will be entered. The OPR designee/change initiator will enter resolution of comments and disposition of request, which may be a specific summary statement of what was actually done and/or a listing of the resolution of comments. Click *Input Disposition*.

6.15.1.10 Final Disposition of Request.

a. The Secretariat or Approving Authority (DCB Chair) will click on *DCB Disposition/Instructions/Closure.* The date of the board

meeting may be entered. Click one of the following: (1) *Recommend Document for Approval, (2) Recommend Disapproval, (3) Recommend Cancellation of Document, or (4) Other (Specify).*

b. The Secretariat or Approving Authority (DCB Chair) will specify in "Implementation Instructions" any action items assigned as a result of dispositioning the document.

c. In cases where MSFC is only reviewing documents to provide concurrence/nonconcurrence and the approving authority is not MSFC's responsibility or comments are to be submitted to a higher level board, the Secretariat or DCB Chair (authorized at Approving Authority system level) will enter the review closure authority by clicking one of the following: (1) *DCB Concurrence to Forward to Higher Level Board/Organization, either As Is or With Changes (state changes in Comment block), (2) or Nonconcurrence (state reasons in Comment block)*. Enter the external source, person, or higher-level board to which the disposition was submitted and comments. Click *Submit*. "Date Submitted" and "Submitted By" are automatically generated by the system.

6.15.1.11 <u>DCB Document Disposition Status Summary</u>. The status summary of DCB comments, OPR resolution/comments, final disposition, implementation instructions, and review closure authority if applicable may be viewed by authorized personnel by selecting *DCB Document Disposition Summary* under GENERAL INFORMATION. The completed DCB disposition status summary is a record of the review of the document.

6.15.2 <u>Prepare and Submit Final Document</u>. The OPR designee/change initiator prepares the final document based on the final disposition and implementation instructions.

6.15.2.1 If the MSFC Documentation Repository is designated as the repository of this document, complete the information on the data input screen to generate MSFC Form 2896 for electronic transmittal to the MSFC Documentation Repository. Also notify the MSFC Documentation Repository of any document distribution requirements by entering organizational code and name if hard copy is to be sent, and add e-mail address if electronic copy or message is to be sent. Also specify whether or not the document has export and/or distribution restrictions by checking block(s) on the data input screen.

6.15.2.2 If the MSFC Documentation Repository is not designated, specify whether or not the document has export and/or

distribution restrictions by checking block(s) on the data input screen.

6.15.2.3 If a document has export and/or distribution restrictions, the document will NOT be placed on the World Wide Web.

6.15.2.4 Specify the accessibility of the document by selecting one of the Program/Project's master lists where this document will reside: (1) General Master List [located on PDS Main Page—available to all World Wide Web users] (2) Project Master List [located on Project General Menu—available only to users authorized to access the Program/Project] or (3) Project Secure Master List [located on Project General Menu—login/password-protected master list].

6.15.2.5 The OPR designee/change initiator will upload the final document by clicking on *UPLOAD FINAL DOCUMENT* and entering the information. Uploading the draft electronically notifies the CER that the final document is accessible for review.

6.15.2.6 To approve or disapprove the OPR's notice of availability limitation(s) and accessibility restrictions, the CER will click on Approve/Disapprove OPR Export Recommendation under *EXPORT CONTROL FUNCTIONS*; select the document number of the document reviewed; select either *Approve* or *Disapprove* and click *Submit*. If the CER approves, the approving authority will receive notification that the document is accessible for approval. If the CER disapproves, the OPR is notified; the document does not go to the master list until resolved and approved by the CER.

6.16 Approving Authority(ies). The approving authority for Program/Project documents will be designated by the Program/Project Manager, and the approving authority for Multiprogram/Project common-use documents is specified in MPG 7120.2. The approving authority shall review the baseline document, changes/revisions to the document, or the request to cancel a document for adequacy prior to issue to perform work or cancellation; pertinent background information shall be provided upon which to base the approval/disapproval.

6.16.1 Approve or Disapprove a Document.

6.16.1.1 To approve or disapprove a document, the approving authority will click on *Select Board Access* and select the DCB code(s) for which user is approving authority. (NOTE: This is

only required the first time a user accesses the system to approve a document to a specific DCB. Click *Save*. After authorization is received from the systems administrator, select *Approve/Disapprove/Cancel Document*. Click on the document number of the document to be approved or disapproved. Click *Approve Document* or *Disapprove*.

6.16.1.2 The approved document will be placed on the Master List. Approving authority and date approved are automatically recorded in the database. E-mail notification will be sent to those registered for the Program/Project.

6.16.1.3 If a document is not approved, the document will be archived and an e-mail notification will be sent to the document OPR designee/change initiator, Data Manager if assigned, DCB members, and Board Secretariat. To resubmit, return to the appropriate step. If the document will not be resubmitted, cancel the reserved document number.

6.16.1.4 If the MSFC Documentation Repository is the designated repository, an e-mail notification will be sent to the MSFC Documentation Repository that MSFC Form 2896, in accordance with MWI 2210.1, and distribution list if generated is accessible, and data has been submitted.

6.16.2 Approve or Disapprove the Cancellation of a Document.

6.16.2.1 To approve or disapprove the request to cancel a document, select *Approve/Disapprove/Cancel Document*. Click on the document number of the document to be approved or disapproved for cancellation. Click *Cancel Document* or *Disapprove*.

6.16.2.2 If cancellation of a document is approved, the document will be removed from the Master List and archived. E-mail notification will be sent to those registered for the Program/Project.

6.16.2.3 If cancellation of a document is not approved, the document remains on the master list and an e-mail notification will be sent to those registered for the Program/Project. To resubmit, return to the appropriate step.

Note: Approving authority and date approved are automatically recorded in the database.

6.17 Master List(s). The Master List(s) identifies the correct version status for Program/Project and Multiprogram/Project

common-use documentation. The approved document and the document information are added to the electronically accessible Master List(s) to preclude the use of invalid and/or obsolete documents. The Program/Project master list access will be as determined by the Program/Project Manager. Any restrictions for accessibility shall be specified by the Program/Project and established by the system administrator; however, pertinent issues of the correct documents will be accessible for the effective functioning of the Program/Project. Obsolete, invalid, or canceled documents are promptly removed from the approved document Master List(s). The system administrator identifies and archives obsolete versions, which are accessible from Document Information.

6.18 <u>Assurance Against Unintended Use of Obsolete Documents</u>. To assure against unintended use of any previous/obsolete version of a document, comply with the following provisions:

a. Destroy the document, or

b. Mark if retained, e.g., "FOR HISTORICAL PURPOSES ONLY," "FOR LIMITED APPLICABILITY," "REFERENCE," etc. (e.g., on the face of the document, a file cabinet or drawer, a bookcase or shelf, or

c. Otherwise suitably identify (e.g., via explanation).

Verify correct version of a document is used in the work being performed by checking revision status on the Master List unless superseded by contractual arrangement or customer agreement or other authority.

6.19 <u>Repository</u>. The repository for the documents, disposition of the record documentation, and records custodians shall be specified by the Program/Project Manager in accordance with MPG 1440.2. The designated system administrator maintains the repository for official controlled documents that are readily accessible and provides paper copies upon request.

6.20 <u>Information Technology—System Backup</u>. Maintained in accordance with ED40-004.

6.21 <u>Data Security</u>. See NPD 2810.1, NPG 2810.1, MPD 2810.1, and MPG 2810.1.

7. NOTES

None

8. SAFETY PRECAUTIONS AND WARNING NOTES

None

9. RECORDS

9.1 Program/Project records shall be identified and dispositioned in accordance with MPG 7120.3.

9.2 Minutes/Electronic Records of documentation reviews and DCB meetings will be maintained as specified by the Program/Project Manager in accordance with NRRS 1/14B.1(a)[1150] – Permanent; retire to FRC when 2 years old; transfer to NARA when 20 years old, whichever is sooner.

9.3 Electronic master lists shall be maintained as specified by the Program/Project Manager in accordance with NRRS 1/72.E [1410] – Maintained current; destroy when superseded, obsolete, or no longer needed.

9.4 Multiprogram/Project common-use documentation records shall be maintained and dispositioned in accordance with MPG 7120.2.
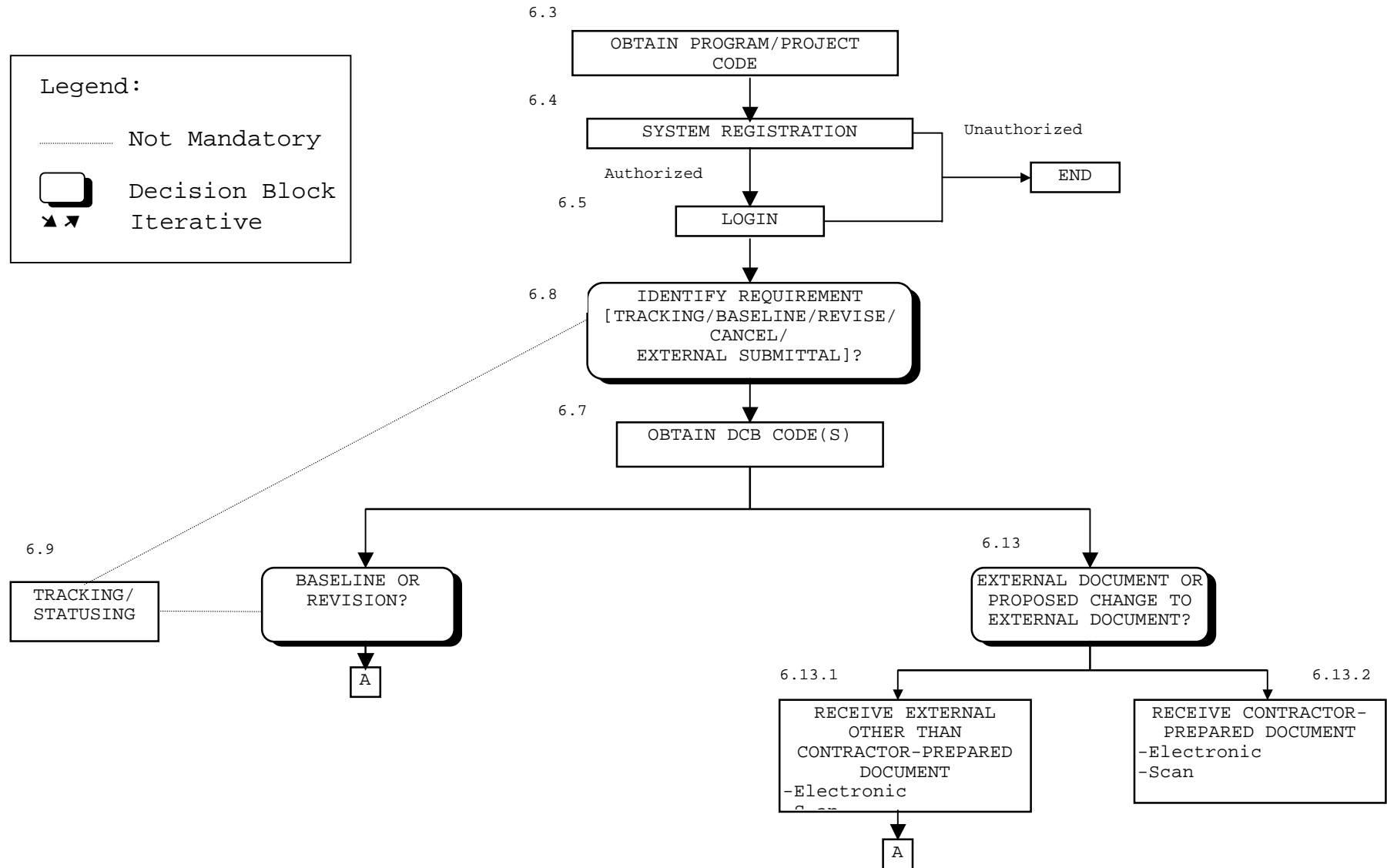
9.5 Review and status of reserved document numbers unbaselined for more than 6 months shall be maintained and dispositioned by the MSFC Release Desk personnel in accordance with NRRS 8/5.B.2 [8000] – Destroy when no longer needed for reference.

10. PERSONNEL TRAINING AND CERTIFICATION
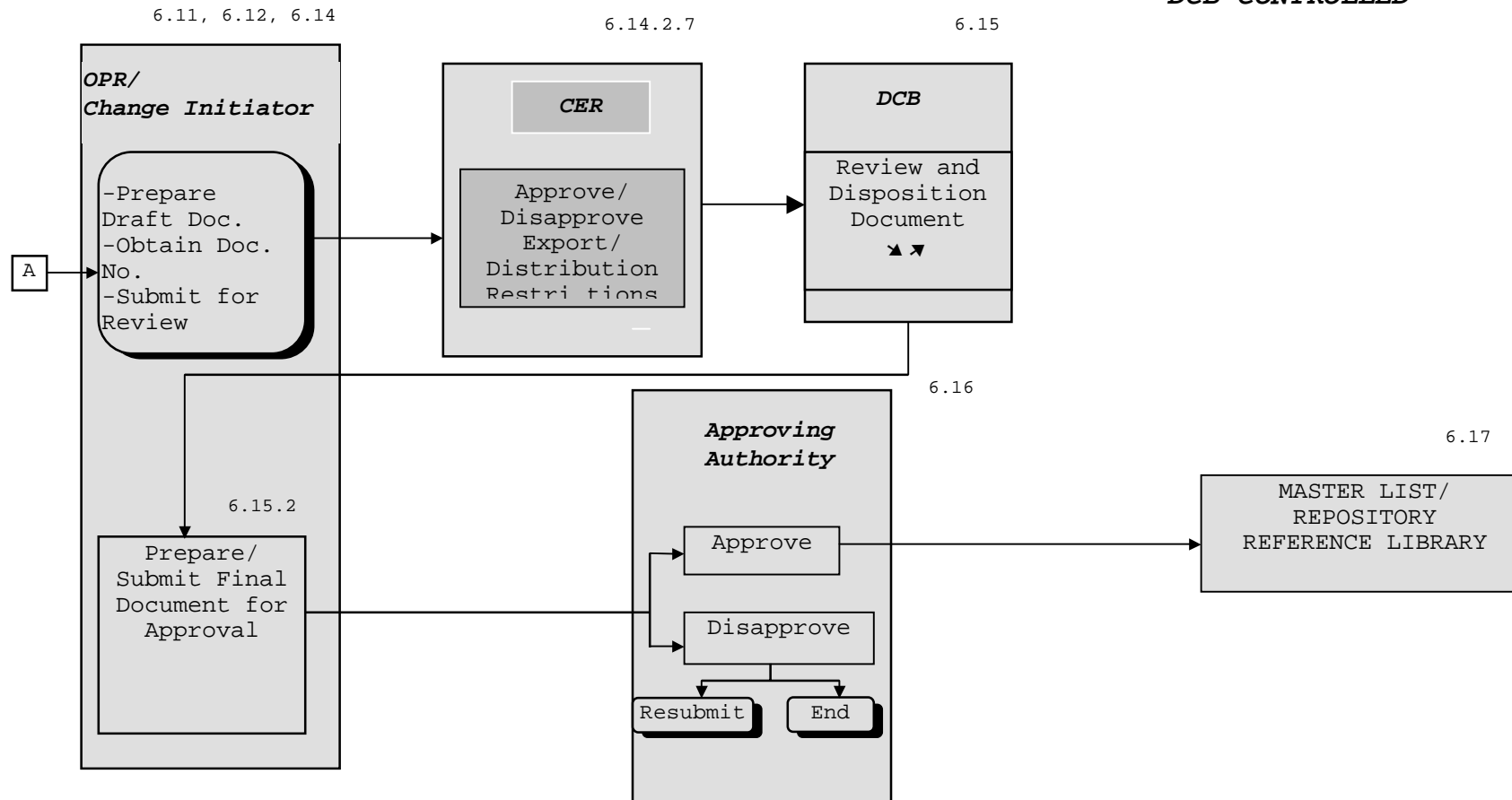
None

11. FLOW DIAGRAM

Legend:

.... Not Mandatory

⬭ Decision Block
◣ ◥ Iterative

6.3
OBTAIN PROGRAM/PROJECT
CODE

6.4
SYSTEM REGISTRATION → Unauthorized

Authorized

→ END

6.5
LOGIN

6.8
IDENTIFY REQUIREMENT
[TRACKING/BASELINE/REVISE/
CANCEL/
EXTERNAL SUBMITTAL]?

6.7
OBTAIN DCB CODE(S)

6.9
TRACKING/
STATUSING

BASELINE OR
REVISION?

A

6.13
EXTERNAL DOCUMENT OR
PROPOSED CHANGE TO
EXTERNAL DOCUMENT?

6.13.1
RECEIVE EXTERNAL
OTHER THAN
CONTRACTOR-PREPARED
DOCUMENT
-Electronic
-Scan

6.13.2
RECEIVE CONTRACTOR-
PREPARED DOCUMENT
-Electronic
-Scan

A

DCB CONTROLLED

6.11, 6.12, 6.14   6.14.2.7   6.15

OPR/ Change Initiator

A →

-Prepare Draft Doc.
-Obtain Doc. No.
-Submit for Review

CER

Approve/ Disapprove Export/ Distribution Restrictions

DCB

Review and Disposition Document ➘ ➚

6.16

Approving Authority

6.15.2

Prepare/ Submit Final Document for Approval

Approve

Disapprove

Resubmit   End

6.17

MASTER LIST/ REPOSITORY REFERENCE LIBRARY

12. CANCELLATION

MWI 7120.3A dated August 20, 1999

Original Signed by
Sidney P. Saucier for

A. G. Stephenson
Director